



CRIMINAL HISTORY CHECKS

STATE STATUTE IC-16-27-2

Dear Applicant or Agency:

This letter sets forth the requirements for criminal history checks that **employees** and **owners** of agencies must meet in order to participate as a licensed personal services agency in the state of Indiana. Review the State Statute IC 16-27-2 to ensure that you are in compliance with law.

To be in compliance to operate a personal services all owners and employees must have a limited criminal history, national criminal history background or expanded criminal history check. It is the responsibility of the agency to review the employment history and place of residence(s) of employees and owners. If the Department conducts a survey the Department will request information to verify that the agency is in compliance with State Statute IC 16-27-2. The search must be conducted EIGHTEEN (18) years to current. If the agency is using an entity other than the Indiana State Police for the search ensure search timeline is on the criminal history check.

Prior to submitting your initial application, change of ownership application or staff/officer/owner changes to the Department ensure that applicant agency will be in compliance with State Statute IC 16-27-2-3, IC 16-27-2-4, IC 16-27-2-5 Criminal History Checks on employees and officers/owners.

A limited criminal history check, national criminal history check or expanded criminal history check, as explained in IC 16-27-2, must be completed on the owners, officers, manager and alternate manager and included in the initial or change of ownership application. If there are any changes in owners, officers and managers after receiving the initial license the agency must submit these changes to the Department on agency's letterhead along with applicable criminal history check.

Owners Criminal History Checks

The Indiana Code at 16-27-2-3 specifies that an owner or operator may not operate a home health agency or personal services agency if the person has been convicted of any of the following: rape, criminal deviate conduct, exploitation of an endangered adult, failure to report battery, neglect or exploitation of an endangered adult, or theft.

Employees Criminal Checks

The Indiana Code at 16-27-2-5 specifies that a person who operates a home health agency under IC 16-27-1 or a personal services agency under IC 1-27-4 may not employ a person to provide services in a patient's or client's temporary or permanent resident if that person's limited criminal history check, national criminal history check or expanded criminal history check indicates that the person has convicted of any of the following: rape, criminal deviate conduct, exploitation of an endangered adult, failure to report battery, neglect or exploitation of an endangered adult, or theft.

Indiana State Police Limited or National Criminal History Checks

To received information on how to request a national or limited criminal history check access the **Indiana State Police** website at www.in.gov/isp and click on inkless. If you have problems accessing the **Indiana State Police** website or cannot find the answer to your question in the FAQs call 317/234-2717 or 317/233-5037 for assistance.



Review Criminal History State Statute IC 16-27-2

Criminal History Checks Defined

- The agency shall submit current copies of limited criminal history checks from the Indiana State Police Central Repository on the manager, alternate manager and officers/owners if individuals resided in Indiana for two (2) years or submit national or expanded criminal checks.
- If the manager, alternate manager, officers and owners lived outside Indiana at any time during the two (2) years prior to employment/operating a personal services agency submit a national criminal history or expanded criminal history check.
- Ensure that the agency conducts limited criminal history, national criminal history or expanded criminal history checks on all employees. Review IC 16-27-2 on criminal history checks for the requirements to operate a personal service agency in Indiana.
- The criminal history search must be a life time search not limited in years.
- The expanded criminal history check, limited criminal history check and national criminal history checks are defined below.
 - **IC 16-27-2-0.5 – Expanded Criminal History Check Defined**
Sec.0.5. Expanded Criminal History Check means a criminal history check of an individual, obtained through a private agency, that includes the following:
 - (1) A search of the records maintained by all counties in Indiana in which the individual who is the subject of the background check resided.
 - (2) A search of the records maintained by all counties or similar governmental units in another state, if the individual who is the subject of the background check resided in another state.

Ensure if an “expanded criminal history” check is conducted that the search is not limited in years. If an individual has been convicted of rape, criminal deviate conduct, exploitation of an endangered adult or failure to report battery, neglect, or exploitation of endangered adult the individual MAY NOT operate a personal services agency or employ a person to provide services in a patient's or client's temporary or permanent residence. Refer to IC 16-27-2-3 and IC 16-27-2-5.

- **IC 16-27-2-1.5 – Limited Criminal History Defined**
Sec.1.5. Limited Criminal History means the limited criminal history from the Indiana Central Repository from criminal history information under IC 10-13-3.
- **IC 16-27-2-2.1 – National Criminal History Background Check Defined**
Sec.2.1. National Criminal History Background Check means the determination provided by the State Police Department under IC 10-13-3-39(i).

Owners Criminal History Checks - IC 16-27-2-3

Operation of home health agency or personal services agency; prohibition; criminal conviction

Sec. 3. (a) A person may not operate a home health agency or a personal services agency if the person has been convicted of any of the following:

- (1) Rape (IC 35-42-4-1).
- (2) Criminal deviate conduct (IC 35-42-4-2).
- (3) Exploitation of an endangered adult (IC 35-46-1-12).
- (4) Failure to report battery, neglect, or exploitation of an endangered adult (IC 35-46-1-13).
- (5) Theft (IC 35-43-4), if the person's conviction for theft occurred less than ten (10) years before the date

of submission by the person of an application for licensure as a home health agency under IC 16-27-1 or as a personal services agency under IC 16-27-4.

(b) A person who knowingly or intentionally violates this section commits a Class A misdemeanor.

As added by P.L.2-1993, SEC.10. Amended by P.L.178-1993, SEC.5; P.L.212-2005, SEC.13.

Employees Criminal History Checks - IC 16-27-2-4

Employees; criminal history

Sec. 4. (a) A person who operates a home health agency under IC 16-27-1 or a personal services agency under IC 16-27-4 shall apply, not more than three (3) business days after the date that an employee begins to provide services in a patient's temporary or permanent residence, for a copy of the employee's limited criminal history, unless the person is required to obtain a national criminal history background check or an expanded criminal history check under subsection (b) or (c).

(b) If a person who operates a home health agency under IC 16-27-1 or a personal services agency under IC 16-27-4 determines an employee lived outside Indiana at any time during the two (2) years immediately before the date the individual was hired by the home health agency or personal services agency, the home health agency or personal services agency shall apply, not more than three (3) business days after the date that an employee begins to provide services in a patient's temporary or permanent residence, for the employee's national criminal history background check or expanded criminal history check.

(c) If, more than three (3) days after an employee begins providing services in a patient's temporary or permanent residence, a person who operates a home health agency under IC 16-27-1 or a personal services agency under IC 16-27-4 discovers the employee lived outside Indiana during the two (2) years immediately before the date the individual was hired, the agency shall apply, not more than three (3) business days after the date the agency learns the employee lived outside Indiana, for the employee's national criminal history background check or expanded criminal history check.

(d) A home health agency or personal services agency may not employ a person to provide services in a patient's or client's temporary or permanent residence for more than three (3) business days without applying for:

(1) a national criminal history background check or an expanded criminal history check as required under subsection (b) or (c); or

(2) a limited criminal history as required by subsection (a).

As added by P.L.2-1993, SEC.10. Amended by P.L.178-1993, SEC.6; P.L.146-1996, SEC.4; P.L.148-1997, SEC.1; P.L.2-2003, SEC.48; P.L.212-2005, SEC.14; P.L.197-2007, SEC.9; P.L.177-2009, SEC.5; P.L.84-2010, SEC.4.

Employees Criminal Conviction - IC 16-27-2-5

Employees; prohibition; criminal conviction

Sec. 5. (a) Except as provided in subsection (b), a person who operates a home health agency under IC 16-27-1 or a personal services agency under IC 16-27-4 may not employ a person to provide services in a patient's or client's temporary or permanent residence if that person's limited criminal history, national criminal history background check, or expanded criminal history check indicates that the person has been convicted of any of the following:

(1) Rape (IC 35-42-4-1).

(2) Criminal deviate conduct (IC 35-42-4-2).

(3) Exploitation of an endangered adult (IC 35-46-1-12).

(4) Failure to report battery, neglect, or exploitation of an endangered adult (IC 35-46-1-13).

(5) Theft (IC 35-43-4), if the conviction for theft occurred less than ten (10) years before the person's employment application date.

(6) A felony that is substantially equivalent to a felony listed in:

(A) subdivisions (1) through (4); or

(B) subdivision (5), if the conviction for theft occurred less than ten (10) years before the person's employment application date;

for which the conviction was entered in another state.

(b) A home health agency or personal services agency may not employ a person to provide services in a patient's or client's temporary or permanent residence for more than twenty-one (21) calendar days without receipt of that person's limited criminal history, national criminal history background check, or expanded criminal history check, required by section 4 of this chapter, unless the state police department, the Federal Bureau of Investigation under IC 10-13-3-39, or the private agency providing the expanded criminal history check is responsible for failing to provide the person's limited criminal history, national criminal history background check, or expanded criminal history check to the home health agency or personal services agency within the time required under this subsection.

As added by P.L.2-1993, SEC.10. Amended by P.L.178-1993, SEC.7; P.L.148-1997, SEC.2; P.L.2-2003, SEC.49; P.L.212-2005, SEC.15; P.L.197-2007, SEC.10; P.L.134-2008, SEC.12; P.L.177-2009, SEC.6; P.L.84-2010, SEC.5.